



## STATE OF INDIANA

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DEPARTMENT OF HOMELAND SECURITY  
INDIANA GOVERNMENT CENTER SOUTH  
302 W. WASHINGTON ST., ROOM E208  
INDIANAPOLIS, IN 46204

## Emergency Management Training Course Announcement

The Indiana Department of Homeland Security will present the following course:

### **EFFECTIVE COMMUNICATION**

**FEMA course # G242**

### **Who Should Attend?**

This course is designed for all public safety personnel who may have a responsibility to communicate with the public, other agencies, organizations or departments or the news media and wish to do so in an effective and professional manner. Emergency management personnel, first response agencies (fire, law enforcement, emergency medical services, communication center personnel, etc.) volunteer disaster agencies, public works, transportation officials, and elected officials from all levels of government will benefit from a thorough understanding of this system.

### **Course Description**

This **3-day course** is designed to develop the skills necessary in public and interpersonal communication. The course includes a variety of topics regarding both written and verbal communication and provides for practice in oral presentation skills in a fun and lively atmosphere.

*This course is the pre-requisite for Basic Public Information Officer course and is part of FEMA's Professional Development Series.*

Subject areas covered in the course will include basic communication skills, communicating in an emergency, community-specific issues, effective oral communication, preparing and delivering oral presentations, and practical exercises.

## Administrative Information

This course will be conducted **September 5<sup>th</sup>-7<sup>th</sup>, 2007 at the Emergency Management Training Center located at Grissom Aeroplex, Peru, Indiana.** Student sign in will begin at 8:30 a.m. with the course scheduled from 9:00 A.M. to 6:00 P.M., daily with a one-hour break for lunch.

There is no charge for attending this course, however students will be responsible for their own travel and meals. Refreshments will be provided. The Emergency Management Training Academy will provide lodging through direct billing arrangements with the Hampton Inn. No lodging is provided for students residing within 50 miles of the training location. Participants who reside over 50 miles from the training location are eligible for overnight lodging for courses which are more than one day in length. Only those participants who reside 75 miles or more from the training location are entitled to lodging the night before a course that begins at 9:00 A.M. Eligible students may call the Kokomo Hampton Inn, located at 2920 S. Reed Rd. (on the east side of Hwy 31), Kokomo, Indiana for lodging at 765-455-2900. **We have a block of rooms that will only be held until August 28<sup>th</sup>.** Please let the Hampton know you are with the IDHS group.

To register, please complete a training application which can be found at <http://www.in.gov/dhs/training/>. Upon completion of the training application, please forward it to this office per the instructions indicated on the form. Class size is limited and you will be notified of your acceptance in the course. **Registration is due by August 28<sup>th</sup>** to allow time for the preparation of course materials.

Please circulate this training announcement to members of your emergency response community and other agencies, organizations, or individuals having a role in emergency or disaster response.

If you have any questions regarding course registration, please contact Denise Clarke at (317) 234-4286 or [declarke@dhs.in.gov](mailto:declarke@dhs.in.gov).

Professionally,

Amy M. Lindsey  
Manager  
Emergency Management Training Branch